

## **MADERA COUNTY**

### **CHIEF APPRAISER**

#### **DEFINITION**

Under general direction, to assist with planning, directing, managing, and overseeing the functions of the County Assessor's Office; to provide daily supervision and administration for the real and personal property appraisal processes; to provide special assistance on unusual and complex appraisal problems; and to do related work as required.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over supervisory, professional, and technical staff.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists with planning, directing, managing, and overseeing the functions of the County Assessor's Office; provides daily direction and administration for staff assigned to the appraisal of real and personal properties; outlines general work objectives and meets with lead and supervisory staff to ensure that objectives are accomplished; reviews and approves work schedules and area assignments; provides general work review and evaluation of assignments; interviews and recommends hiring of new appraisal personnel; assumes responsibility for the training and development of staff; maintains uniform appraisal standards; schedules and attends Board of Equalization hearings including protest and stipulation hearings; assists appraisers in answering questions during hearings; supervises the disposition of appeals; provides direct work assistance on the difficult commercial, industrial, and farm property appraisals; provides technical assistance on specialized and specific appraisal problems; interprets new and existing laws and implements appraisal methodology and office procedure; explains appraisal procedures, determinations, methods, and laws to the public; oversees the preparation of analytical reports; assists with preparing the annual Assessor's budget and control expenditures; oversees statistical and market analysis to determine assessment ratios; supervises the implementation of and maintains office policy and procedures manual; selects, directs, supervises, trains, and evaluates assigned staff; creates and monitors workflow tracking system; may represent the County Assessor's Office to the public, community organizations, and other government agencies; may interpret and explain programs, policies, and activities of the County Assessor's Office; participates on a variety of boards, committees, and commissions; may attend and participate in professional group meetings; serves as County Assessor upon the request or absence of the County Assessor.

#### **OTHER JOB RELATED DUTIES**

Performs related duties and responsibilities as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics and functions of the County Assessor's Office.  
Principles and techniques of management and program administration.  
Principles and practices of supervision, training, and performance evaluation.  
Factors, techniques, methods, and principles involved in the appraisal of real and personal property.  
Methods of determining property value.  
Pertinent Federal, State, and local laws, codes, and regulations affecting the appraisal of real and personal property, including pertinent principles and guidelines contained in the State Constitution, Revenue and Taxation Code, and Assessor's Handbook.  
Court decisions affecting the appraisal of land, buildings, structures, and personal property.

### **Skill to:**

Operate modern office equipment including computer equipment.  
Operate a motor vehicle safely.

### **Ability to:**

Assist with planning, directing, managing, and overseeing the functions of the County Assessor's Office.  
Supervise, train, and evaluate the work of assigned staff.  
Analyze, evaluate, and modify appraisal methods and standards.  
Apply appraisal principles, methods, and techniques in the equitable and justifiable appraisal of real and personal property.  
Interpret acts of the legislature and implement appraisal methodology and office procedures.  
Read and interpret maps, assessment books, property descriptions, and legal codes.  
Prepare and present accurate and comprehensive reports and recommendations.  
Effectively represent the County Assessor's Office to the public, community organizations, and other government agencies.  
Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.  
Communicate clearly and concisely, both orally and in writing.  
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Four years of increasingly responsible experience in the appraisal of real and personal property for tax assessment purposes including two years in a supervisory capacity.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, appraising, engineering, business administration, real estate or a related field.

**License or Certificate:**

Possession of, and ability to maintain, a valid certificate as an Appraiser issued by the State Board of Equalization. Possession of a recognized advanced level certificate is required.

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment with some ability to travel to different sites and locations.

**Effective Date:** May, 1995